You can create an expense report from an approved travel request. Follow these steps to create a new expense report from an approved travel request:

1. Open the Active Requests page by clicking on the Authorization Requests tab.

2. Select the Travel Request you want to create an expense report for.

3. Click the Create Expense Report button.

Result: All details of the approved Travel Request will populate on the Expense Report. The total approved amount of the Request will be listed at the top of the expense report as shown below.

To attach a request to a report:

1. Select the Report Details dropdown. Then from the list, select Manage Requests.

2. Click Add.

3. In the pop-up window, select from the list the appropriate Request associated with the report. Then click Add to Report.

Note: In the pop-up message, select Update.

4. Click Close to return to the Report.

Result: The Request is attached to the Report. The total approved amount of the Request will be listed at the top of the expense report as shown below.